III Standard Reports

CALSTARS STANDARD REPORT DESCRIPTIONS

This chapter provides information on each requestable report available and assists with the proper report selection, options coding and use. The CALSTARS Report Request Table Reference Card (Ref Card) summarizes much of the information in this chapter. It is available through Command **G.3** or may be accessed on the Internet at www.dof.ca.gov/html/calstars/Training/Training_Aids/training_aids.htm.

The standard reports listed in Chapter III are organized into *sections* by the first letter corresponding to the Report File. The reports are then assigned a 2-digit Report Number for each file. For example, the letter **D** identifies all **Document File** reports and the **D16** is the Document Report for SCO Reconciliation.

The file identifiers are used to separate the reports into the sections listed below:

A-Allotment
B-Appropriation
C-Cash Control
D-Document
E-Executive
F-Grant Project
G-General Ledger
H-History
I-Index Code Table
K-Check
L-Labor
N-Budget File
P-Reportable Payments
Q-Operating File
R-PCA Table
S-Subsidiary
U-Vendor Payment
X-Vendor Edit Table
Y-Year-end Adjustment

Each report has a sample and is shown under an *Exhibit Number* that is the 3-digit Report ID; e.g., EXHIBIT III-D01, EXHIBIT III-HB4 or EXHIBIT III-Q16. This ID appears at the top of each page. Each section has page numbers in the following format: III-*n*-1, where *n* is the letter that identifies the file used for the report. The sections for each file are presented in alphabetical sequence by the first letter of the Report ID.

REPORT DESCRIPTION FORMAT

The format used for describing each report includes the following:

REPORT NAME - Title that appears in the report heading.

REPORT NO. - Report ID in the upper left corner of the report heading.

PURPOSE - Describes the general content and intended purpose of the report.

<u>DESCRIPTION</u> - Describes the data content and the presentation of data on the report.

<u>REPORT REQUEST OPTIONS</u> - Available options for requesting the report as listed on the *Report Request Table Reference Card*, with the definition of the report options. The report options selected are always shown on the first line of the report heading.

The report options are defined as follows:

- ✪ Report Period (FM and P);
- ✪ Level of Detail Options (I-P-O-F);
- ✪ Fund Selection (where applicable);
- ✪ GLA Selection (where applicable);
- ✪ Additional Report Selection Options Popup Screen (where applicable); and
- ✪ Destination Option.

<u>FINANCIAL ELEMENTS</u> - Describes each financial column on the report, in the sequence from left to right. The description also identifies the General Ledger Account(s) (GLA) that apply to data in the column and whether the normal value is a Debit or a Credit.

<u>SPECIAL NOTES</u> - Describes other information that affects the display of data, i.e., data exclusions/limits and explanations of unique features.

<u>REPORT SORT</u> - Table listing of data fields in the sequence used for sorting information displayed on the report. The Sort Table lists only those items that are used in sorting records for display on the report. Accordingly, the **Data Field** lists the hierarchy (high to low) of the report sort for the data displayed in the report. These sorts are unique to each report. The Report Sort table provides the following information for each **Data Field** listed:

Selection Options: Indicates the request options available to select the type of data appearing on the report.

Page-Break: Indicates if a new page starts when the data in this field changes.

Sub-Total: Indicates if there is a sub-total on this field.

See the sample Exhibit III-D01 (for the D01 Report) in Exhibit III-1 on the next two pages.

EXHIBIT III-1
SAMPLE: EXHIBIT III-D01

REPORT NAME: **Document Report of Encumbrances, Obligations and Payables**	REPORT NO: **CSTARD01**
PURPOSE: Provides information that can assist in monitoring the status of individual liabilities	
DESCRIPTION: The CSTARD01 Report displays Document File records for selected General Ledger Account Numbers: 3010, 3040, 3110, 3210, 3220, 3290, 3730, 6150 and 6170. See the D05 Report for GLA 3020.	

REPORT REQUEST OPTIONS:

Report Period:

FM: CM, PM or PY
P: Not Applicable

Level of Detail:

Index (I)	Program (P)	Object/Source(O/S)	Fund (F)
0-No Organization	0-All Records	Not Applicable	1-Fund
1-Section	1-Project		2-Fund Detail
	2-work Phase		

Fund Selection: Blank (all Funds) or any valid Fund

GLA Selection: Blank (all GLAs), 3010, 3040, 3110, 3210, 3220, 3290, 3730, 6150 or 6170

Additional Report Selection Options Popup Screen:

Index Range: Enter the Index or range of Indexes. Leave blank for all Indexes.

PCA Range: Enter the PCA or range of PCAs. Leave blank for all PCAs.

OBJ Range: Enter the Object Detail or range of Object Details. Leave blank for all Object Details.

FFY Selection: Enter the FFY or leave blank for all FFYs.

PRJ/WP Selection: Enter the Project and Work Phase independently, or a combination of Project and Work Phase. Leave blank for all Project/Work Phases.

Destination Options: All available output media

FINANCIAL ELEMENTS:

Original Document: The amount of funds that were encumbered or obligated by the original document. Normal balance is a Credit.

Adjustments: Net of subsequent entries to increase or decrease the original document amount. Normal balance can be a Debit or Credit.

EXHIBIT III-1
SAMPLE: EXHIBIT III-D01

REPORT NAME: **Document Report of Encumbrances, Obligations and Payables**	REPORT NO: **CSTARD01**

FINANCIAL ELEMENTS: (Continued)

Liquidations: The amount that has been liquidated. For Encumbrances (6150) when a final payment is recorded, this amount is the sum of the original and adjustments columns. Normal balance is a Debit.

Payments: The actual expenditures or payments made against the document. For Encumbrances (6150), this can be more than the amount in the liquidations column. Normal balance is a Debit.

Balance: Calculated as the sum of Original Document, Adjustments, and Liquidations.

SPECIAL NOTES:

If the requested Program level is **1** or **2**, only documents with a Project Number will be selected. (Project Number not blank.)

Obligations are not shown on a **PY** request.

Zero balance documents are excluded on a Prior Fiscal Year Report.

REPORT SORT:

DATA FIELD	SELECTION OPTIONS	PAGE-BREAK	SUB-TOTAL
Section	Level of Detail: I	Yes	Yes
Project	Level of Detail: P	Yes	Yes
Fund	Level of Detail: F	Yes	Yes
General Ledger	None	Yes	Yes
Subsidiary	None	Yes	Yes
Document Number	None	No	No
FFY	None	No	No
Program/Category	None	No	No

SAMPLE STANDARD REPORTS

One or more report samples are always included. Although there are many selection options, the selected sample is one that is typical of the report for most agencies. Sometimes more than one page is used when the column headings vary with the report function. When the data involves vendor names, employee names or social security numbers, it is either disguised or completely fictitious to preserve confidentiality. When there is complex logic involved in the display of data on the report, there will be additional sections to describe the selection/classification of records on the report; e.g., HB4 and HB5 reports.

When there is an absence of data for a requestable or default field identified in the header of a report, the field is filled with zeros (e.g., Level of Detail, Fund or General Ledger Account).

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